

## Non Payment of Relocation Determination Due to Tenant Departure

Name of Grantee and Sponsor

Name and Address of Project:

Circle Funding: HOME, CDBG, HOPWA, SHP, NSP, CDBG-R, Public Housing, Sec 202/811

Name and Address of Person

Issue Being Determined: Whether the specified tenant, who left the project without receiving relocation assistance, is eligible for URA relocation assistance?

Criteria Being Applied: 49 CFR 24.2 (a)(9) *Displaced person (C)*(ii) *Persons not displaced* HUD Handbook 1378 (2-3)(B)

Take the following actions and review supporting documents in making your final determination

1. Review HUD sample letters to determine if the tenant received properly worded General Information Notice (GIN) or Move-In Notice. Was receipt of the letter documented by personal delivery or postal receipt?
2. Evaluate any statements or other file documents provided by the tenant, landlord, neighborhood, and consultant or grantee staff about the tenant's departure. Do they show that the tenant's departure is not directly related to the HUD project (family, health, military deployment, job transfer, etc)? If yes did the tenant receive a properly worded GIN and move prior to ION date?
3. Determine the ION date (date of project commitment. If any tenant(s) left after the Initiations of Negotiations (ION) date, determine whether they received a Notice of Non Displacement or Notice of Eligibility before they left? If not, re-contact, interview them and determine eligibility for relocation assistance based on reason they left the project prematurely.
4. If any tenant(s) were evicted, review "Non Payment Due to Eviction" template.
5. Evaluate any other reasons for a person's lack of eligibility for relocation assistance as a displaced person and decide if documentation supports denying them relocation assistance. Consult local HUD office, if necessary.

Rationale for Determination Not to Pay Relocation Benefits Due to Tenant Departure

\_\_\_\_\_  
Authorized Officials Signature

\_\_\_\_\_  
AUTHORIZED OFFICIAL's NAME AND TITLE

\_\_\_\_\_  
Date of Determination

List of Documents that support determination: General Information Notice, Notice of Non Displacement or Notice of Eligibility, (proof of delivery) and any statement or other documents from tenants, relocation consultant and landlord about tenant's departure.